



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Prairie du Chien Correctional Institution

Date: June 12, 2020
To: Persons In Our Care (PIOC)
From: Peter J. Jaeger, Warden
Prairie du Chien Correctional Institution
RE: ZOOM Video Visitation at PDCI

Beginning Monday, June 22, 2020 persons in the care of PDCI will be eligible for a video visit. As the project is just starting, and to make it fair for everyone, each PIOC will be limited to one 20-minute visit every three weeks *or longer until everyone has had an opportunity for a visit*. We will evaluate this process regularly to determine if space/equipment will allow for more video visit opportunities.

Procedure

1. Everyone will be eligible for this free service, except those in RH or Quarantine status.
2. Because the visiting room is currently being used for meals, video visits will take place in Building H 3rd floor, H-312 (at the top of the stairs) using four Chrome devices.
3. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the approved visitor list. Prior to the start of the visit, the visitor/s will be required to show an approved form of identification. Children or minors on the approved visitor list will be allowed.
4. PIOC are responsible for contacting individuals they wish to visit with and providing the information on how to schedule a Zoom visit. Visits are scheduled on a first come, first serve basis.

Visits with PIOC at **Prairie du Chien Correctional Institution can be scheduled by emailing:**

DOCDAPDCIZoomVisits@Wisconsin.gov

No phone calls, please. We cannot accommodate requests for specific dates/times.

E-mail should include: *(incomplete e-mails will be denied)*

- Your name and DOC # in the subject line
- Names of all visitors on the Zoom call (no more than 6 persons allowed)

5. Visiting schedule is as follows

• Monday - Friday		1:15 – 3:30PM	6:15 – 9:15PM
• Saturday, Sunday	10:15 -11AM	1:15 - 3:30PM	6:15 – 9:15PM

6. Each unit will be scheduled for one day starting with Crawford, 1, 2,... every nine days. Obviously not everyone will be able to have a visit right away and your patience is appreciated.
7. Only one visit may be scheduled at a time and we will not schedule out more than three weeks at a time. The next visit may not be scheduled until after the scheduled visit is done, and only after everyone has had an opportunity for a visit.
8. Visits are conducted using ZOOM. It is suggested that visitors download the ZOOM app prior to the visit to ensure accessibility. We do not have the capability to resolve technical difficulties on their end. The app can be downloaded on their computer, laptop, cell phone, or tablet.

9. Visits will be scheduled every 45 minutes but will only be a maximum of 20 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity for each visit.
10. Headphones shall be used and visual barriers will be placed between devices.
11. A notification (PIOC copy) will be delivered by unit staff. Workers need to notify their supervisors of any schedule conflict as soon as possible in order to be excused to attend.
12. In addition, the schedule of approved visits will be posted on the unit daily by 7:30AM.
13. PIOC shall report to H-312 at their designated time (one movement for the unit – to & from).
14. Visits will not be rescheduled due to tardiness by the visitor or the inmate.
15. Visitors will receive an e-mail with a date and time confirming their visit. The rules below are included in the e-mail, in addition to the requirement to show ID at the beginning of the visit.

Prohibited conduct

1. DAI Policy # 309.06.01 – Visiting is to be adhered to at all times.
 - Full state issued uniform with ID visible for staff to view at all times.
 - Green top must be tucked into green bottoms.
 - Removal of outer layers will not be allowed in H-312.
2. You are responsible to inform your visitors of all the rules governing the visit.
3. Any rule violations by either you or your visitor(s) will result in the termination of the visit and is subject to suspension of visits by the Security Director.
4. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
5. Only those scheduled to attend the visit are permitted to be on the video screen. Please inform your visitors: *“If you are not ready (or a late visitor must show ID), this may cut into your visiting time, so please be prepared. Other calls are scheduled immediately after yours, so you will not be allowed any extra time.”*
6. Visitors are not permitted to record the visit.
7. Visitor attire cannot have any of the following:
 - Exposed undergarments
 - Clothing with revealing holes, tears, or slits
 - Clothing or accessories with obscene or profane writing, images or pictures
 - Gang-related clothing, headwear, shoes, logos, or insignias
 - Transparent/translucent (see-through) clothing
8. Video visiting will be terminated immediately if there is any suspicion of illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - 309.06.01. This includes but is not limited to the following:
 - Sexual acts or nudity
 - Drug and alcohol use during the visit
 - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
 - Inappropriate language or security threat group signals
 - Inappropriate location of visitor (bar, night club, etc.)
 - Operating a vehicle during the scheduled visit
 - Touching or tampering with the equipment

NOTE: Terminated visits may not be disputed at the time of the visit, but can be disputed via the Inmate Complaint system.